

## **POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest ranking position in the police department, the primary responsibility of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs operations to provide law enforcement services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor and City Council who review and oversee the work of this class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Organizes the personnel management functions of the department to efficiently provide required services while minimizing expense. Locates grants available for law enforcement projects and administers grant-funded projects.

Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department procedures are needed. Testifies on proposed legislation before legislative committees. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods to evaluate productivity, and identifies target areas for productivity improvement.

Develops a personnel recruitment and selection program, and interviews prospective employees in order to make hiring decisions. Maintains promotional eligibility lists and recommends promotions. Establishes a system of performance evaluations and uses information from evaluations to make personnel decisions.

Develops and implements a safety program for the department, including a clear statement of policy, assignment of responsibility and accountability for safety, and an on-going training and

education program in safety.

Establishes and maintains a system of line inspections to exercise control through the process of observation and review by supervisory personnel who have direct responsibility for a particular function or activity. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Supervises the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Authorizes expenditure of funds making sure that expenditures are in accordance with the budget. Prepares a departmental operating budget.

Oversees and utilizes a system of information management. Establishes policy and supervises the production of records and reports. Compiles, analyzes, and organizes data and uses this information to write reports needed to document the operation of the department. Writes letters to answer written or oral requests addressed to the police department. Directs the writing of requests for grants or other special funds to aid in the operation of the police department.

Promotes a positive image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings, and works with boards and agencies whose operations affect the police department. Supervises the releasing of information to the news media. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Determines target areas for crime prevention and directs the development of a community relations program to meet identified community needs. Monitors the writing of speeches, talks, or demonstrations on crime prevention or related law enforcement topics to schools, clubs, or civic groups.

Supervises department employees, outlining responsibilities and duties, reviewing work and delegating assignments, providing tools and equipment, and insuring that employees meet departmental standards for safety and propriety. Holds meetings to receive reports, disseminate information, or discuss work problems. Supervises the inspection of department equipment and subordinate personnel. Sets work schedules and approves leave. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time is required. Supervises the evaluating of the work performance of subordinates and the writing of employee evaluation reports. handles employee complaints and grievances and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Prepares specifications on new police department equipment for public bids. Purchases equipment and supplies, keeping such purchases within the established budget. Maintains department inventory of supplies and equipment. Supervises the general care, maintenance, and use of departmental equipment, vehicles, and property.

Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic control, criminal investigation, special operations, handling of juveniles, and management of the jail.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **EITHER**

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

HM	12-21-64
Rev	06-12-69
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